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COMMON FUND FOR COMMODITIES

Preparatory Commission

RULES OF PROCEDURE[1/]

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RULES OF PROCEDURE

I. SESSIONS

Convening of sessions

Rule 1

1. Sessions of the Commission shall be held:

(a) As decided by the Commission;

(b) As decided by the Chairman with the concurrence of the other members of the Bureau;

(c) As decided in accordance with paragraph 2 of this rule.

2. Any member of the Commission may address to the Chairman a proposal for the convening of a session. Such proposal shall be communicated to the other members of the Bureau and if all concur the session shall be held as proposed.

3. The sessions of the Commission shall be held in Geneva. Upon the proposal of any member, the Commission may, however, decide to hold a session elsewhere, provided that any additional costs of holding such a session are met by the host Government.

Notification of sessions

Rule 2

The Secretary-General of UNCTAD shall notify the members of the Commission, and observers invited under rule 26, of the date and place of each session.

II. AGENDA

Provisional agenda

Rule 3

1. The Secretary-General of UNCTAD shall draw up the provisional agenda for each session in consultation with the Chairman.

2. The provisional agenda shall include all items required by these rules or proposed by:

(a) The Commission at a previous session;

(b) Any member of the Commission;

(c) A committee or working party of the Commission established under rule 12;

(d) The Chairman of the Commission;

(e) The Secretary-General of UNCTAD.

Communication of the provisional agenda

Rule 4

The Secretary-General of UNCTAD shall communicate the provisional agenda for a session and the documentation relating to items thereon to the members of the Commission well in advance of the session.

Supplementary items

Rule 5

Any agenda item proposed after the provisional agenda has been communicated in accordance with rule 4 shall be placed by the Secretary-General of UNCTAD on a supplementary list to be distributed no later than the first meeting of the session.

Adoption of the agenda

Rule 6

1. The Commission shall at the beginning of each session adopt the agenda for that session on the basis of the provisional agenda and of the supplementary list.
2. During a session the Commission may revise the agenda by adding, deleting, deferring or amending items.

III. REPRESENTATION AND CREDENTIALS

Representatives, alternates and advisers

Rule 7

Each member of the Commission shall be represented by an accredited representative, who may be accompanied by such alternate representatives and advisers as may be required.

Credentials

Rule 8

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Secretary-General of UNCTAD. The Bureau shall examine the credentials and report thereon to the Commission.

IV. OFFICERS

Election and terms of office

Rule 9

1. The Commission shall elect a Chairman and six Vice-Chairmen from among the representatives of its members. These officers shall constitute the Bureau. Except as provided in paragraph 2, they shall remain in office throughout the existence of the Commission.
2. If an officer resigns, is incapacitated or ceases to be the representative of a member of the Commission, he shall cease to hold office, and the Commission shall, as soon as possible, elect a successor.

Acting Chairman

Rule 10

1. If the Chairman finds it necessary to be absent during a meeting or any part thereof, he shall designate a Vice-Chairman to act in his place.

2. If the Chairman ceases to hold office, the Vice-Chairmen shall designate one of themselves to act in the Chairman's place until a new Chairman is elected.

3. A Vice-Chairman acting as Chairman shall have the same powers and duties as the Chairman.

Participation of the Chairman

Rule 11

The Chairman or an Acting Chairman shall participate in the meetings of the Commission in that capacity and not as the representative of the member by whom he is accredited.

V. SUBSIDIARY BODIES

Committees and working parties

Rule 12

1. The Commission may establish such committees and working parties as may be necessary for the effective discharge of its functions and refer to them any question for study and report.

2. Unless otherwise decided by the Commission, these rules shall apply mutatis mutandis to committees and working parties.

VI. SECRETARIAT

Functions of the Secretary-General of UNCTAD

Rule 13

1. The Secretary-General of UNCTAD shall direct the staff of the Special Unit established for the servicing of the Commission and shall be responsible for all arrangements for its meetings.

2. The Secretary-General of UNCTAD or his representative may make oral as well as written statements concerning any question under consideration.

Functions of the Special Unit

Rule 14

The Special Unit shall, in accordance with these rules:

(a) Prepare all documentation required by the Commission and arrange for its translation, reproduction and circulation;

(b) Arrange for the interpretation of speeches made at meetings;

(c) Perform all other work that the Commission may require.

(d) Transfer the archives of the Commission to the Managing Director as soon as the latter assumes office.

Proposals involving expenditure

Rule 15

Before the Commission approves any proposal involving expenditure, the Secretary-General of UNCTAD shall prepare and provide to the Commission an estimate of the financial implications of implementing the proposal. The Chairman shall draw attention to that estimate and invite discussion on it when the proposal is considered by the Commission.

VII. LANGUAGES

Languages of the Commission

Rule 16

Arabic, Chinese, English, French, Russian and Spanish shall be the languages of the Commission.

Interpretation

Rule 17

1. Speeches made in a language of the Commission shall be interpreted into the other such languages.

2. A representative may speak in a language other than a language of the Commission if he provides for interpretation into one such language. Interpretation into the other languages of the Commission may be based on the interpretation given in the first such language.

VIII. MEETINGS

Public and private meetings

Rule 18

The meetings of the Commission as well as those of its subsidiary bodies shall be held in private unless the body concerned decides otherwise.

Records of meetings

Rule 19

1. At the end of each session the Chairman shall prepare a report on the items considered, to which shall be attached, if so requested, statements made during the proceedings of the Commission.

2. Sound recordings of the meetings of the Commission shall be kept by the Secretariat. Such recordings may also be made and kept of meetings of subsidiary bodies, if so decided by the Commission.

IX. CONDUCT OF BUSINESS

Quorum

Rule 20

A quorum for any meeting of the Commission shall be constituted by one third of its members.

General powers of the Chairman

Rule 21

1. In addition to exercising the powers conferred upon him elsewhere by these rules, the Chairman shall declare the opening and closing of each meeting of the Commission, shall direct the discussion, ensure observance of these rules, accord the right to speak and announce decisions. The Chairman, subject to these rules, shall have complete control of the proceedings of the Commission and over the maintenance of order at its meetings. He shall rule on points of order. He may propose to the Commission the closure of the list of speakers, a limitation on the time to be allowed to representatives and on the number of times the representative of each member may speak on an item, the adjournment or closure of the debate, and the suspension or adjournment of a meeting.

2. The Chairman, in the exercise of his functions, remains under the authority of the Commission.

Points of order

Rule 22

1. During the discussion of any matter, a representative may at any time raise a point of order, which shall be immediately decided by the Chairman in accordance with these rules. A representative may appeal against the ruling of the Chairman. The ruling of the Chairman shall stand unless overruled by the Commission.

2. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Motions

Rule 23

A member of the Commission may present any of the following motions, which shall have precedence in the indicated order over all proposals and other motions before the meeting:

(a) To suspend the meeting;

(b) To adjourn the meeting;

(c) To adjourn the debate on the item under discussion;

(d) To close the debate on the item under discussion.

Right of reply

Rule 24

Notwithstanding the closure of the list of speakers, the Chairman may accord the right of reply to any member of the Commission.

X. DECISIONS

Decisions

Rule 25

1. The Commission shall endeavour to take decisions by consensus.

2. If the Commission is unable to reach consensus on any matter which requires consideration by the Governing Council, the different proposals and points of view relating thereto shall be transmitted to the Governing Council.

XI. OBSERVERS

Observers

Rule 26

The Commission may invite the United Nations, its specialized or other related agencies, or other intergovernmental organizations to attend its sessions as observers.

XII. AMENDMENT AND SUSPENSION OF RULES OF PROCEDURE

Amendment and suspension

Rule 27

These rules may be amended or suspended by the Commission, provided that the amendment or suspension is in conformity with the resolution of the United Nations Negotiating Conference on a Common Fund which established the Preparatory Commission, if 24 hours' notice of the proposed amendment or suspension has been given, which may be waived in respect of suspension if no member objects.